

Date Posted	November 28, 2016
Announcement Number	MCC-17-RFQ-0014
Title	Program Officer, Sector Operations Front Office
Position information	Full-Time, Personal Services Contractor (PSC) One year (2,087 hours per year), renewable for up to four years at the sole discretion of the government
Pay band	4B (\$29.79 - \$48.60 per hour) **In lieu of fringe benefits, the PSC may receive a pay supplement. For additional information, please see section titled "Benefits".
Closing date for questions	December 5, 2016 no later than 10:00am EDT
Application deadline	December 12, 2016 no later than 10:00am EDT
Who may be considered	U.S. citizens or legal, permanent residents with five years of residency history
Duty location	Washington, D.C., US, MCC eligible countries, and at the PSC's home of record. Note: More than one position may be filled under this announcement.

The **Millennium Challenge Corporation** (MCC) is a U.S. Government corporation whose mission is to provide assistance that will support economic growth and poverty reduction in developing countries. MCC works in selected countries that demonstrate a commitment to just and democratic governance, economic freedom, and investments in their citizenry. Key MCC operating principles relating to the award of grants include emphasis on economic impact, reward for performance, partnership with recipient countries, integration of gender considerations, and focus on results. Eligible countries are invited to develop and submit grant proposals to MCC for consideration. MCC will seek to enter into a compact for assistance with those countries that submit quality proposals for poverty reduction through economic growth. The Department of Compact Operations (DCO) is responsible for developing and implementing

MCC's compact programs. The department ensures that MCC compacts are designed and implemented in compliance with agency standards for procurement, financial management, environmental and social performance, and gender integration. Within DCO, the Sector Operations (SO) Division is responsible for the development and oversight of MCC's agriculture, land, and human and community development investments; partnerships and innovation; gender integration and social inclusion; procurement and fiscal accountability oversight of compact programs; and contracts support to the Department of Compact Operations.

MCC is authorized to contract with an individual as a personal services contractor (PSC) under the authority of section 614(a)(8) of the Millennium Challenge Act of 2003 (MCA).

SCOPE OF POSITION

The Department of Compact Operations (DCO), Sector Operations Division (SO) Front Office is seeking a Personal Services Contractor (PSC) to serve as a Program Officer. The PSC will support the Deputy Vice President, Managing Director, Senior Director for Strategic Partnerships, and provide operational and technical support to the Sector Operations division.

A personal services contract is different from non-personal services Government contract, which establishes an independent contract relationship. Under a non-personal services contract, the contractor or employees of the contractor are subject to the technical direction but not the supervision of the MCC. As defined by the Federal Acquisition Regulation ([FAR](#)) 37.104, a personal services contract is characterized by the employer-employee relationship it creates between the Government and the contractor personnel. Thus, the PSC is subject to the relatively continuous technical direction, supervision, and control of the MCC. PSCs may be assigned inherently governmental duties (see [FAR](#) 7.502). By law and by the contract's terms, the PSC is subject to most of the laws, rules, and regulations applicable to the direct hire employee such as MCC regulations, conflict of interest, under some circumstances MCC authorized employment security clearances, and financial disclosure. However, under the MCC personal services contract authority, PSCs are not employees for purposes of laws administered by the Office of Personnel Management (OPM).

The following elements apply to this contract:

- (1) Performance on Washington, D.C., US, MCC eligible countries, other US and foreign cities (as required for outreach purposes), and/or at the PSC's home of record.
- (2) Principal tools and equipment furnished by the Government.
- (3) Services are applied directly to the integral effort of agencies or an organizational subpart in furtherance of assigned function or mission.
- (4) Comparable services, meeting comparable needs, are performed in the same or similar agencies using civil service personnel.
- (5) The need for the type of service provided can reasonably be expected to last beyond 1 year.

(6) The inherent nature of the service, or the manner in which it is provided, reasonably requires directly or indirectly, Government direction or supervision of contractor employees in order to—

- (i) Adequately protect the Government's interest;
- (ii) Retain control of the function involved; or
- (iii) Retain full personal responsibility for the function supported in a duly authorized Federal officer or employee.

Please see Addendum I, MCC 52.237-70 Personal Services – General Terms and Conditions (JULY 2012), for additional information applicable to personal services contract.

PLEASE NOTE: This contract shall be awarded solely to an individual(s), not to a firm. The individual must have an active DUNS # and a fully approved and active record in the [System for Award Management](#) (SAM). **The approval of your record in SAM may take a few weeks. Therefore, please register in SAM before submitting your application.**

KEY REQUIREMENTS

- U.S. citizenship or legal, permanent resident with five years of residency history
- Must be able to obtain and maintain a facilities access clearance
- Performance at MCC-eligible countries, Washington, DC, or at the PSC's office or home of record. Some work related travel may be required.
- Relocation expenses will not be paid
- Statement of Employment & Financial Interest (i.e. Office of Government Ethics [form-450](#), or similar statement) may be required
- Active and approved [SAM](#) record (listed as sole-proprietor)

DUTIES

The PSC reports to the Deputy Vice President for Sector Operations.

Major Duties and Responsibilities include the following tasks:

- Develop informational documents such as statistical reports, budget reports, and project reports.
- Develop guidance documents, procurement actions, or operational procedures.
- Collaborate with Sector Operations division staff to develop and track annual administrative and due diligence budgets, including travel and training.
- Establish an annual SO engagement plan for speeches, blogs, panels, and articles, and provide research and writing support to the Deputy Vice President and Managing Director, as requested. Liaise with Congressional and Public Affairs staff.
- Support SO reviews of compact and threshold programs, as outlined in the SO work plan, as well as supporting integrated management reviews of compact programs.
- Develop and oversee SO onboarding process and materials.
- Prepare relevant and timely responses to information requests from MCC senior management, often with very short turnaround time. Coordinate with Sector Operations management to finalize such documents to provide timely and comprehensive responses.

- Support the Office of Strategic Partnerships on their work plan and support implementation of said plan. As appropriate, participate in partnership outreach.
- As requested, participate in ad hoc working groups on a relevant technical topics, such as vulnerable states. Collaborate with colleagues around MCC to conduct in-depth research and make recommendations for MCC management.
- Develop agendas for regular Sector Operations management and All Hands meetings, ensure quality of presentations and discussions, and prepare minutes of said meetings.
- Develop presentations for DCO management on the status of the current portfolio of investments and on innovative ideas to further expand the portfolio of activities or explore new implementation modalities.
- Develop and/or edit Sector Operations practice group documents and materials including fact sheets, website material, blogs etc.
- Support the planning, preparation, and execution of Sector Operations-hosted events including peer reviews, colleges, conferences, and workshops.
- Research, draft, and prepare effective communications and reports assessing and describing program/project progress, and synthesizes data effectively.
- Perform other related duties as assigned.

DELIVERABLES

Deliverables are associated with the tasks identified in DUTIES to include reports as required by the Contracting Officer's Representative (COR). Monthly reports are due the first workday of each month. The PSC also will produce other reports and analyses as requested by MCC. Examples of such reports and analyses include, but are not limited to, the following:

- Bi-weekly timesheet
- Monthly report with summary of activities during reporting period.
- Detailed written reports of findings and compilations of documents, as requested by Sector Operations Front Office.
- Detailed and comprehensive written reports on progress of a project, project activities, and sub-Activities for Sector Operations management.

Deliverables will be considered draft upon initial receipt. Drafts will be reviewed and accepted or concerns raised/comments provided within two weeks of receipt. The PSC shall appropriately address the corporation's concerns and provide final deliverables within one week of receiving MCC's response. Performance will be monitored on an ongoing basis.

QUALIFICATIONS REQUIRED

Applicants must meet all the qualification requirements, including education and all qualifying specialized experience described below by the closing date of this announcement. Desired qualifications will be considered only once all education and qualifying specialized experience requirements are met. Please clearly demonstrate that you possess the following:

Required qualifications:

- Advanced degree in international development, public administration, economics, or other relevant field
- A minimum of 3 years of relevant experience in supporting international development projects
- Demonstrated knowledge of development initiatives in Sector Operations-related fields, such as education, health, agriculture, land, vulnerable states, partnerships, etc.
- Demonstrated project management skills
- Demonstrated interpersonal skills in working with cross-cultural and multidisciplinary teams
- Strong written and oral communication skills

Desired qualifications:

- French or Spanish language proficiency
- Familiarity with MCC model and processes

NOTE:

All experience must be well-documented on your resume and within your application. All aspects of your application must specifically show how you meet the QUALIFICATIONS REQUIRED.

COMPENSATION

PSCs for the services of individual experts or consultants are limited by the Classification Act. In addition, the OPM has established requirements which apply in acquiring the personal services of experts or consultants in this manner (e.g., benefits, taxes, conflicts of interest):

This is a full time position and thus, the maximum number of hours allowed is 2,087 per year. The contract will have **four** one-year option periods that may be exercised at the sole discretion of MCC.

The pay range for this position is **\$29.79 - \$48.60 per hour** per hour, inclusive of Washington, DC locality pay. Final compensation will be negotiated within this pay range based upon the successful candidate's salary history, work experience, and educational background. A salary above this pay range will NOT be entertained or negotiated. Candidates who live outside of the Washington, DC area may be considered for this contract, but relocation expenses are not compensable under the resulting contract.

MCC issues W-2s to the PSC. For U.S. citizens and legal resident aliens, MCC makes the employer contribution to FICA and Medicare for the PSC. MCC withholds FICA, Medicare, federal tax, and state tax on behalf of the PSC. The PSC is not eligible for the Foreign Earned Income Exclusion.

Benefits:

Under the MCC personal services contract authority, PSCs are not employees for purposes of laws administered by OPM, such as Federal retirement benefits and health and life insurance. As such, the PSC is not eligible for participation in the Civil Service Retirement System or the Federal Employees Retirement System. Moreover, the PSC is ineligible to receive Federal Health and Life Insurance or participate in the federal Thrift Savings Plan.

Notwithstanding the above, MCC does permit reimbursement of a portion of the PSC's cost of health insurance premiums incurred during the contract's period of performance. To be eligible for the health insurance reimbursement the employee must provide proof of insurance coverage and payment of premium for which s/he is responsible. Examples of acceptable proof are bank statement, receipts, cancelled checks or other proof of payment. Individuals covered under another health insurance plan, or have subsidized health insurance are not eligible for this reimbursement. Subject to the availability of funds, MCC may pay up-to-15% of the employee's base salary towards a health insurance policy as mentioned above.

The full time PSC does earn sick leave, annual leave, or holiday pay.

The full time PSC working at MCC Headquarters in Washington, DC is eligible for parking or transit subsidy, subject to the availability of funds.

Travel:

The PSC is subject to the Federal Travel Regulations and MCC travel policies and procedures to the same extent as MCC direct-hire employees.

REQUIRED DOCUMENTATION

Interested applicants must submit all required documents to include, but not limited to:

- Completed and signed Biodata Form;
- Curriculum vitae or resume (limit 10 pages);
- A written narrative of up to five pages clearly describing relevant experience and knowledge of each of the qualification requirements,
- No less than three and no more than five professional references with current contact information;

NOTE: Submittals shall be in accordance with the INSTRUCTIONS TO APPLICANTS. Please ensure that applicants' most recent contact information (telephone numbers and e-mail address) are accurate. Any other documentation will not be accepted.

Delivery:

Electronic submission is required. Electronic application packages shall be submitted by e-mail to MCCPSC@mcc.gov and brooksac@mcc.gov. Submission shall reference the position title AND the announcement number on the subject line of the e-mail. Electronically submitted packages must include a scanned signature on the Bio-data form to be considered. MCC does not accept responsibility for delays in transmission or receipt of any application.

Applicants are responsible for submitting the application package so as to reach the designated Government office by the closing date and time specified above. Applications received after the closing date and time will not be considered, unless there is acceptable evidence to establish that it was indeed received by the Government installation prior to the time and date specified in this announcement. Receipt of an application in response to this announcement does not constitute an award commitment. The U.S. Government will not reimburse any costs incurred in the preparation and submission of an application. Any submission is at the sole risk of the applicant.

Questions:

Any questions regarding this announcement should be submitted in writing via email only (no phone calls) to MCCPSC@mcc.gov and brooksac@mcc.gov before the deadline as given on p.1.

Submission of applications to this announcement must be received before the deadline as given on p.1.

INSTRUCTIONS TO APPLICANTS

The QUALIFICATIONS REQUIRED are the basis for evaluating all applications. Applicants must separately address each listed qualification requirement and demonstrate how s/he meets each. Unless stated otherwise, all qualification elements will be weighted equally.

- (a) Qualified individuals must submit a completed and signed Biodata form. Please ensure that you provide a current, valid e-mail address and telephone number for notification purposes. The Biodata form must be fully completed including a proposed hourly rate & signed for the application to be considered.
- (b) Qualified individuals must be registered in the [System for Award Management](#) (SAM) before submitting the application.
- (c) Qualified individuals must submit a resume (or a curriculum vita) which clearly demonstrates their education, experience, knowledge, and skills and abilities as they relate to the qualification elements. Resume must indicate: the earliest possible start date for the applicant; as well as formal title, and duration (start date / end date) for each listed position. Resume is limited to 10 pages and must not contain a photo or any salary information.
- (d) Describe your experience and knowledge in regards to the qualification requirements in no more than five pages (page = 8 ½" x 11" paper; 11 point font or larger; double side pages count as two pages). Clearly demonstrate how your prior experience is either relevant or directly related to the duties of this position as listed under DUTIES. The responses should describe specifically and accurately what experience, training education and/or awards you have received that are relevant to each factor. Cite specific examples where appropriate.
- (e) Qualified individuals must submit no fewer than three and no more than five professional references, who are not relatives or family members. Submitted references MUST include current information, as follows:

- a. Name of reference
- b. Applicants' relationship to reference
- c. Title of reference at current job
- d. Reference current telephone number (work or personal)
- e. Reference e-mail address (work)

At least two references must be from direct supervisors (current or prior) who can provide information regarding the applicant's knowledge & experience in the field of **Sector Operations**. All references must be from within the last 5 years of the applicant's professional life.

- (f) Applications must be signed and received prior to the closing date and time specified above to be considered for this position.

To ensure consideration of applicants for the intended position, please reference the position title and announcement number on the subject line of your submission email, on supporting documentation and any cover letter.

SELECTION PROCESS

In order to be considered for the position, a candidate must meet the qualifications listed above. Consideration and selection will be based on a panel evaluation in accordance with the **QUALIFICATIONS REQUIRED**. In addition to the materials listed above, applicants are strongly encouraged to write a cover letter, not to exceed one page, to highlight their suitability for this position. The cover letter is NOT included in the required written narrative.

All applicants will be evaluated based on the documentation submitted, the applicant's evidence of the above qualification requirements, performance in a potential interview, if conducted, and information provided by references, if contacted. All applicants will receive one of three scores for each of the required qualification: Does Not Meet, Meets, or Exceeds. MCC reserves the right to call the highest qualified candidates for an interview and/or conduct a reference check on those individuals. Reference checks may be conducted on the highest qualified applicants.

Applicants are strongly encouraged to ensure the work history portion thoroughly documents the duties, responsibilities, and accomplishments that are directly related to this position in order to verify specialized experience. Errors or omissions may affect your evaluation.

The U.S. Government & MCC is not obligated to make an award or pay for any costs associated with the preparation and submission of a proposal in response to this announcement. Award of this contract is contingent on availability of funds. MCC reserves the right not to award any contract as a result of this announcement.